

**STATE DRIVING BUSINESSES LICENSURE BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 7/18/2017**

**BOARD MEMBERS PRESENT:** Jason Jerome  
Lon A Pyper Sr  
Sally K Phillips

**BOARD MEMBERS ABSENT:** Robert M Fenn – Chair  
Theresa A Bradford

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Dicsie Gullick, Management Assistant

Mr. Jerome made a motion to designate Ms. Phillips to act as Chair for the purpose of facilitating this meeting in the absence of the Board Chair. It was seconded by Mr. Pyper. Motion carried.

The meeting was called to order at 8:35 AM MDT by Ms. Phillips.

**APPROVAL OF MINUTES**

Mr. Jerome made a motion to approve the minutes of June 30, 2017. It was seconded by Mr. Pyper. Motion carried.

**EXECUTIVE ORDER**

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Ms. Cory also updated the Board on the information and process for public comment which has been added the Board's website.

**FINANCIAL REPORT**

Ms. Cory gave the financial report, which indicated that the Board had a cash balance of \$44,027.01 as of June 30, 2017.

## **CONTRACT RENEWAL**

Ms. Cory reviewed the 2018 contract with the Board. Mr. Jerome made a motion to approve the 2018 contract and allow the Chair to sign it. It was seconded by Mr. Pyper. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Pyper made a motion to approve the Bureau's recommendation and authorize closure in case DRB 2017-3. It was seconded by Mr. Jerome. Motion carried.

## **OLD BUSINESS**

To Do List – The Board reviewed the to do list.

## **RESPONSE TO REQUEST FOR CONTINUING EDUCATION COURSE CURRICULUM**

The Board reviewed the submission from a driving business approved to provide a CE course to licensees. The Board requested that Bureau staff send a letter requesting further information.

## **BUSINESS AUDIT LETTER**

The Board reviewed a draft of a letter to be used for future driving business audits.

Mr. Jerome made a motion to appoint Ms. Phillips to work with the Bureau to make modifications and bring the modified letter back to the Board for review at the meeting scheduled for September 29, 2017. It was seconded by Mr. Pyper. Motion carried.

## **NEW BUSINESS**

**NEXT MEETING** was confirmed for September 29, 2017 at 9:30 AM.

## **CORRESPONDENCE**

The Board reviewed a message from Away Driving School requesting a change to their curriculum used in providing student instruction.

Mr. Jerome made a motion for Bureau staff to reply referencing licensure rules 24.25.01.225.07 and 24.25.01.226 and ask the licensee to attend the scheduled Board meeting on September 29, 2017 to present the curriculum and describe how it complies with the licensure rules. It was seconded by Mr. Pyper. Motion carried.

## **EXECUTIVE SESSION**

Mr. Pyper made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Jerome. The vote was: Mr. Jerome, aye; Ms. Phillips, aye; and Mr. Pyper, aye. Motion carried.

Mr. Pyper made a motion to come out of executive session. It was seconded by Mr. Jerome. The vote was: Mr. Jerome, aye; Ms. Phillips, aye; and Mr. Pyper, aye. Motion carried.

## **APPLICATIONS**

Mr. Jerome made a motion to deny issuance of an apprentice permit to Mr. James Emerson Brewer. It was seconded by Mr. Pyper. Motion carried.

The Board discussed a concern which was raised over a recently approved Business License. Ms. Cory will ask Bureau Investigative staff to follow up with the persons who raised the concern to see if they would like to file a complaint.

## **CE FOR REINSTATEMENT**

The Board reviewed a licensee's submission of CE for reinstatement. Mr. Pyper made a motion that it be reviewed for approval by Mr. Jerome after Bureau staff obtains additional information about the course submitted. It was seconded by Mr. Jerome. Motion carried.

## **ADJOURNMENT**

Mr. Jerome made a motion to adjourn the meeting at 10:11 AM MDT. It was seconded by Mr. Pyper. Motion carried.

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Robert M Fenn, Chair

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Jason Jerome

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Lon A Pyper Sr

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Sally K Phillips

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Theresa A Bradford

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Tana Cory, Bureau Chief